

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 51 OF 2021

Vacancy for Post of Principal Technical Officer (Chemical Laboratory)
Ministry of Health and Wellness

Applications are invited from qualified officers of the Ministry of Health and Wellness who wish to be considered for appointment as Principal Technical Officer (Chemical Laboratory) in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Technical Officer (Chemical Laboratory) who reckon at least three years' service in a substantive capacity in the grade and who possess good interpersonal and leadership skills.

III. ROLE AND RESPONSIBILITIES

To be responsible to the Chief Government Analyst for the smooth day-to-day running of the Chemical Laboratory.

IV. DUTIES AND SALARY

1. To be responsible to the Chief Government Analyst through the Government Analyst/Senior Government Analyst for –
 - (i) planning, organising and supervising the work of technical and subordinate staff;
 - (ii) ensuring that the equipment and instruments in the Chemical Laboratory are in good working condition;
 - (iii) ensuring that the Chemical Laboratory is kept clean and tidy;
 - (iv) assisting Government Analyst/Senior Government Analysts in developing and implementing the quality management strategy in compliance with ISO 170215 and ensuring that the tests carried out in the Chemical Laboratory are performed in accordance with approved and validated methods;
 - (v) preparing and implementing training programmes for technical and subordinate staff;
 - (vi) monitoring and controlling the general issue of Chemical Laboratory items from stores and keeping an inventory of same; and
 - (vii) monitoring the stock of chemicals and consumables taking into account their shelf life.
2. To use ICT in the performance of his duties.

3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Principal Technical Officer (Chemical Laboratory) in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 36,200 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

V. **MODE OF APPLICATION**

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Health and Wellness.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at <https://psc.govmu.org>
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. **CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side, **not later than 15 00 hours (local time) on Tuesday 26 October 2021**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 06 October 2021

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.